

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of the City of Long Beach to actively promote and provide equal employment opportunity to all persons on all matters affecting City employment. The City of Long Beach is committed to a policy of non-discrimination in employment practices, and reaffirms its commitment that no person shall benefit or be discriminated against on the basis of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, age, sex, sexual orientation, or any other basis that is inconsistent with federal or state statutes, the City Charter, ordinances, resolutions, rules or regulations.

WHAT IS HARASSMENT

Harassment is conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, offensive, or abusive work environment.

When such conduct occurs because of an individual's protected status (i.e. race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, age, sex, sexual orientation), it is unlawful.

WHAT IS SEXUAL HARASSMENT

Sexual harassment is conduct of a sexual nature, which is unwelcome, not asked for, and not returned. This is a form of sex discrimination.

Sexual harassment can consist of any form or combination of verbal, non-verbal, visual, or

physical conduct. Such behavior includes, but is not limited to: sexually offensive comments, offers, slurs, innuendoes, leering, ogling, posters, cartoons, or drawings; physical conduct such as touching, pinching, or brushing against another body; or demands for sexual favors.

Criteria used to determine sexual harassment:

- Submission to such conduct is made either as an explicit or implicit condition of employment;
- Submission to or rejection of such conduct is the basis for an employment decision affecting an individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

WHAT IS RETALIATION

To discipline, transfer, shun, or deny a promotional opportunity, training or assignment to an employee, after he/she has filed a complaint, may be viewed as retaliation. Retaliation is unlawful.

HOW TO FILE A COMPLAINT

The complaint process is designed to administratively resolve complaints in a timely manner, ensure appropriate action is taken, and minimize financial impact to the employee and the City.

An individual may file a complaint with an appropriate supervisor or manager, a departmental EEO counselor/designee (see list on back), or the City's EEO Office.

COMPLAINT PROCEDURES

It is the City's intent to provide a workplace that is free from harassment and discrimination.

If an employee believes he/she has been subjected to any type of unlawful harassment or discrimination, he/she should notify the appropriate supervisor, manager, departmental EEO Counselor, or the City's EEO Office.

A prompt and thorough investigation into the allegations will be conducted. Individuals with direct information pertaining to the complaint will be interviewed. To the extent possible, confidentiality will be maintained.

Upon completion of the investigation, the department and the EEO Office will determine a course of action, including any corrective action, if appropriate. The complainant will be informed of the findings and closure of the complaint.

At anytime during this process, the employee may elect to file a complaint with the outside regulatory agencies, either the California Department of Fair Employment and Housing or the U. S. Equal Employment Opportunity Commission.

For additional information, please refer to Personnel Policies and Procedures 2.1 and 2.2 or contact the City's EEO Officer:

Dora A. Hogan
(562) 570-6304
(562) 570-5985 (fax)
dora_hogan@longbeach.gov

DEPARTMENTAL EEO COUNSELORS

City Attorney	Tyler Pike	570-2200
City Auditor	Janet Day	570-5895
City Clerk	Monique DelaGarza	570-6000
City Council	Roxana Valencia	570-6605
City Manager	Theressa Graham	570-6782
City Prosecutor	Sherri Seldon	570-5621
Civil Service	Melinda George	570-7057
Comm. Dev.	Nancy Morlock	570-5818
Fin. Mgmt	John Zanier	570-6704
Fire	David Honey	570-2517
Gas & Oil	Leslie Horikawa-Thiede	570-2007
Harbor	Lisa Marin	590-4128
Health	Roberto Uranga	570-3304
HR	Dora Hogan	570-6304
Library	Rachel Lyon	570-6110
Oil Properties	Lennie Arazo	570-3925
PR&M	Ken Campbell	570-3188
Planning &Bldg	Georgia Pon	570-6038
Police	Debbie Smith	570-7310
Public Works	Cynthia Stafford	570-4686
Tech Services	Amy Manning	570-6976
Water	Ken Bott	570-2364

This information is available in an alternative format upon request to Dora Hogan at (562) 570-6304.



City of Long Beach
Department of Human Resources
Equal Employment Opportunity /ADA Division
333 West Ocean Blvd. 13th Floor
Long Beach, CA 90802



City of Long Beach
Patrick H. West, City Manager

Harassment Free Workplace

Suzanne R. Mason, Director
Department of Human Resources
333 W. Ocean Blvd. 13th Floor
Long Beach, CA 90802

Equal Opportunity Employer